



**DELAWARE JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS**

**Non-Merit Position
(This position is exempt from the State of Delaware Merit System)**

**Posting #AOC0802N06
ADMINISTRATIVE SPECIALIST III**

Opening Date: 08/02/06

Closing Date: 08/16/06

A Vacancy Exists

Recruiting For: Executive Director, Commission on Continuing Legal Education
Delaware Supreme Court

Salary: \$27,963 - \$34,954 (Minimum - Midpoint) Pay Grade 9*

Location: City of Wilmington (**Please check this location on your application**).
Delaware Supreme Court, Arms of the Court, Carvel State Office
Building, 820 N. French Street, Wilmington, DE 19801

*Salary applicable for this position is based upon the qualifications of the individual applicant.

Summary Statement: This is the third level of administrative specialist work providing administrative support in a variety of operational areas to the Chairperson of the Commission on Continuing Legal Education. A significant aspect of the work is representing the agency on behalf of the superior in providing guidance and consultation to judges, lawyers, service providers, and all levels of management on policy questions, administrative matters, and rule interpretations. This employee is responsible for the accreditation of sponsors, programs, and activities; monitoring compliance with minimum continuing legal education (CLE) requirements; enforcement of the CLE rules; maintenance and custody of all CLE records; representing the Commission at conferences and seminars; and attendance at all Commission meetings and related functions. This employee will be responsible for the daily operation of the Commission and will have the authority to make decisions in the name of the Commission. Only one Administrative Specialist III as described above will be allocated to the Chairperson.

Minimum Qualifications: Please address each item separately on the Minimum Qualifications page of the application. Resumes may not be substituted for the application. Failure to do so will result in disqualification. Applicants must meet each of the following qualifications. Failure in any one area will result in a rating of "not qualified."

1. Experience in coordinating administrative operations or functions.
2. Experience in using standard computer software programs for word processing, spreadsheets, or databases; knowledge of FileMaker Pro is desirable but not required.
3. Experience in creating reports.
4. Experience in data collection.
5. Experience in analyzing and evaluating data.

Special Requirement: Ability to successfully complete a security clearance as issued by the State of Delaware Bureau of Identification.

Conditions of Employment:

- Direct deposit of paychecks is required as a condition of employment.

Benefits: To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/programs/index.shtml>.

Submitting your Application:

- Apply on-line at www.delawarestatejobs.com/postings. (Your application will be routed automatically to the recruiting agency).
- Paper applications can be submitted to one of the following locations:

ADMINISTRATIVE OFFICE OF THE COURTS, 500 N. King Street, Suite 11600, Wilmington, DE 19801, SLC N210B Phone: (302) 255-0090
www.judicial.state.de.us

HUMAN RESOURCE MANAGEMENT

Haslet Armory, 1st Floor, 122 William Penn Street, Dover, DE 19901 Phone: (302) 739-5458 Fax: (302) 739-2327

Carvel State Office Building, 1st Floor, 820 North French Street, Wilmington, DE 19801 Phone: (302) 577-8277 Fax: (302) 577-3957

Delaware Technical and Community College Campus, P. O. Box 610, Georgetown, DE 19947 Phone: (302) 856-5966 Fax: (302) 856-5969

Attachments to Applications:

- Please do not submit copies of evaluations, letters of reference, training certificates, or college transcripts unless requested.
- If supplemental information is requested by the posting or needed for scoring purposes such as but not limited to a DD214, resumes, or transcripts, please send or fax to the recruiting agency before or on the specified closing date.
- Applications or additional information will not be accepted after the closing date.
- Resumes will not be accepted unless accompanied by a State of Delaware Application.

Accommodations:

- Accommodations are available for applicants with disabilities in all phases of the application and employment process. To request an auxiliary aid or service please call (302) 739-5458.
- TDD users should call the Delaware Relay Service Number 1-800-232-5460 for assistance.

The State of Delaware - An Equal Opportunity and Affirmative Action Employer